

# DRAWING ROOM

## LIBRARY CATALOGUER

**PROJECT FEE:** £4,600 (freelance)

**EXPECTED LENGTH OF ENGAGEMENT:** around 35 days between March – June 2025

**LOCATION:** Drawing Room, Bermondsey, London

Working closely and in consultation with the Drawing Room Librarian

**APPLICATION DEADLINE:** midnight 27<sup>th</sup> January 2025

**INTERVIEW DATE:** 14th Feb

## ABOUT DRAWING ROOM

Drawing Room is an Arts Council England National Portfolio Organisation and comprises a gallery, library, shop, community studio and online resource that is dedicated to opening up the world of contemporary drawing to everyone.

Drawing Room's mission is to champion the unlimited potential of drawing to help us understand ourselves, each other and our evolving world. Through free exhibitions, artists' talks, courses, engagement projects and a unique library it nurtures the production of drawings and promotes understanding of them.

Situated in South Bermondsey, one of the most creative areas of London, Drawing Room opened in permanent premises in autumn 2023 and boasts a double height gallery, a unique library & research centre and a community studio.

Drawing Room is part of Tannery Arts Ltd, an independent non-profit organisation comprising a studio provider, Tannery Arts, and a public gallery, Drawing Room.

## ABOUT THE LIBRARY

The growing specialist reference library currently includes approximately 5,000 books and 70 journal titles on international contemporary drawing since the 1970s, and includes rare items not held in other major UK and Irish libraries. The general reference collection includes artists' monographs, exhibition catalogues, journals, theory, collections catalogues, and surveys on drawing. The holdings are informed by Drawing Room's exhibition programme spanning over 20 years.

## PROJECT OUTLINE

The Library Cataloguer will be responsible for cataloguing a section of the research collection onto our new library management system. This will involve creating high-quality, descriptive online catalogue records and enhancing basic records, selecting from around 800 items already imported into the system. The project will focus on cataloguing the exhibitions catalogues collection which numbers in the region of 500 titles. The project is funded by Paul Mellon Centre.

## KEY RESPONSIBILITIES

- Cataloguing the library collection
- Provide expertise on cataloguing
- Creating cataloguing workflow and guidelines along with librarian and in consultations with volunteers
- Assist and train volunteers to create catalogue records
- Occasionally dealing with reader enquiries

## EXPERIENCE & SKILLS

- Experience of cataloguing using AACR2, RDA, MARC 21, and LCSH
- Experience of cataloguing using a Library Management System
- Experience of cataloguing art library collections
- Experience of training and managing staff to carry out cataloguing
- Excellent administrative, time management and organisational skills
- Attention to detail and accuracy
- Good written and verbal communication
- Demonstrable computer skills and ability to manage information systematically and accurately: (proficiency in Microsoft Office programmes)
- Experience of using Sirsi Dynix LMS (desirable)
- Motivated to work both independently and as part of a team

## HOW TO APPLY

To apply please send the following in PDF format to: [yamuna@drawingroom.org.uk](mailto:yamuna@drawingroom.org.uk)

1. A cover letter of no more than two sides of A4,  
OR a voice or video application of no more than 7 minutes detailing:
  - What experience you have that is relevant to the role;
  - The skills and qualities you will bring to the role
2. CV of no more than 2 sides of A4
3. Names and contact details of two referees
4. A completed Equality and Diversity Monitoring Form

We encourage applications that represent the diversity of our society. We are particularly interested to hear from those from Global Majority backgrounds, LGBTQ+, those who identify as D/deaf or having a disability, those from lower socio-economic backgrounds as well as those who haven't followed a 'traditional' career or training pathway. Diversity is vital to a dynamic, effective team and we wish to strengthen our work by bringing in people with new and/or different skills, experiences, perspectives and ideas.

We are keen to make our roles and projects accessible to everyone, therefore we are open to discussing additional adjustments to the application and interview process if needed. Please email [yamuna@drawingroom.org.uk](mailto:yamuna@drawingroom.org.uk) if any part of the process is a barrier to your application.

